

## **PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)**

### **FLEX Organizational Component – ECA/PE/C/PY-11-17**

#### **Bureau of Educational and Cultural Affairs (ECA) – Office of Citizen Exchanges**

The POGI guidelines apply specifically to the Federal Register Request for Grant Proposals (RFGP) issued by the Youth Programs Division, Office of Citizen Exchanges requesting proposals to manage the FY-2011 FLEX Organizational Component grant for the 2012-2013 academic year. The FLEX program provides secondary school students from Eurasia the opportunity to live with American families and attend accredited American high schools where they will experience life firsthand in an American host community. Proposals must conform to the RFGP, the Guidelines in this document, and the Standard Guidelines outlined in the Proposal Submission Instructions (PSI). Applications not adhering to such guidelines will be deemed technically ineligible. These guidelines are specific to the program mentioned above and are in addition to the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the RFGP, the RFGP is to be the dominant reference.

## **I. STATEMENT OF WORK**

### **Responsibilities of Grantee Organization**

Responsibilities under this solicitation include:

1. **Recruitment:** Recruitment and screening through a merit-based competition of applicants for the academic year FLEX program from Armenia, Azerbaijan, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, and Ukraine; and for short-term, summer programs for participants from Belarus and Uzbekistan. Please refer to the target allocation section of this document for country specific projections. A special recruitment effort should target eligible individuals with significant physical disabilities. Students with special needs (*e.g.*, asthma, diabetes, etc.) should also be identified, as should students needing additional pre-program English language enhancement. Regarding Belarus and Uzbekistan: Although it will not be possible to conduct direct operations in these countries, your organization should be prepared to develop a strategy for conducting recruitment activities at a distance for the short-term programs. This may involve accepting and reviewing applications online and orienting participants either in a neighboring country or immediately after their arrival in the U.S. It will also involve close coordination with the U.S. Embassies in Minsk and Tashkent and providing support, if requested, to the Embassy through regional staff posted in nearby countries. Strategies for participant interviews will be closely coordinated with the Program Office and the U.S. Embassies in Minsk and Tashkent to identify a mutually agreeable approach.
2. **Domestic Programming:** U.S.-based programming for short-term students from Belarus and Uzbekistan will be developed and implemented. The applicant will be responsible for either directly identifying student placements, identifying appropriate partner organizations to conduct student placement, or some combination of the two in accordance with 22 CFR 62. Additionally, you will be responsible for developing and facilitating enhancements (*e.g.*, a D.C.-based Civic Education Workshop) for students from both countries.

3. Documentation: You will provide assistance to ECA with regard to collecting, verifying, and entering participant data in the Student Exchange Visitor Information System (SEVIS) and preparation of DS-2019 forms for finalists and alternates.
4. Medical Screening: You will ensure that students have undergone medical screening and have obtained required medical clearance demonstrating that they are sufficiently healthy to participate in the program and have the necessary immunizations. You will review medical screening documents in the United States to confirm that all requirements have been met and conduct a special review of medical screening documents for applicants with disabilities.
5. Travel: You will arrange round-trip travel from students' home communities in all participating countries to students' host communities. Regular communication and productive collaboration with FLEX placement organizations (POs) are required to ensure effective coordination of student travel. In consultation with POs, the grantee will develop standard travel procedures for all program participants, will recruit and train student escorts (flight leaders), and will coordinate travel for students who are for any reason unable to travel with an escorted group, including those who are voluntarily or involuntarily repatriated before the end of the exchange.
6. Selection: You will coordinate in the United States a merit-based process to select FLEX finalists and alternates. This includes the selection and training of volunteer evaluators. The selection process for Belarus and Uzbekistan should be flexible enough to allow for circumstances specific to those countries.
7. Orientation: Pre-Departure Orientations are required for all participants prior to their departure from Eurasia. Alternative special provisions (as appropriate) may be made for orienting students from countries where the political situation does not permit an in-country, pre-departure orientation (*e.g.*, Belarus and Uzbekistan).
8. Distribution to Placement Organizations: Timely and equitable allocation of finalist documentation to U.S. placement organizations must begin by February 15, 2012. You must ensure that factors such as gender, age, country of origin, need for English language enhancement activities, and disability are equitably distributed among the participating Placement Organizations.
9. Program Materials: You will design and develop materials that support the multiple components of the program and inform and orient program constituents, both in Eurasia and in the United States (*i.e.*, participant, host family, and school administrator handbooks, operational guidelines, pre-departure orientation materials, etc.).
10. Overseas Communication: You will be responsible for communications and liaison with the students' natural families and U.S. Embassies' Public Affairs Sections during the program year and developing viable alternative mechanisms for communicating with the natural parents in Belarus and Uzbekistan.
11. On-Program Support (OPS): You will provide on-program support for students, their natural parents, and the staff and volunteers of the FLEX placement organizations. OPS efforts must correspond to the

Federal Regulations as outlined in 22 CFR 62 and should be closely coordinated with ECA's Program Office.

12. Information Management: You will develop a system to track participants and maintain a database containing critical information on all applicants through the initial stages of recruitment and through their selection as finalists, their placement, and travel. You will provide ongoing maintenance of an existing database on current participants while they are in the United States, conduct further maintenance of data on participants in a way that can be shared with ECA for its alumni database, and provide ECA with a variety of reports based on the data collected on current or previous students. You will maintain a list of all participant passport numbers in a format that will allow quick provision to ECA when necessary.
13. Civic Education Week (CEW) Essay Contest: You will coordinate an open, merit-based essay contest to select approximately 104 students to participate in a late winter/early spring 2012 Civic Education Workshop in Washington, D.C. This includes implementing a transparent, merit-based process to identify CEW finalists and alternates, employing metrics similar to the FLEX selection process. You will cooperate and collaborate with the grantee organization selected to conduct the workshop.
14. Alumni Programming: You will develop a tracking system and provide database maintenance, support for and follow-on programming with alumni throughout Eurasia upon their return home. You will provide support for alumni follow-on components of special FLEX programs, *e.g.*, the Global Village summer seminar and the FLEX Civic Education Workshop. You will provide appropriate methods for supporting and maintaining alumni activities in countries or locations where the organization cannot conduct program activities because of the political situation. You will disseminate information about and promote ECA web-based tools (State Alumni, Exchanges Connect, etc.) to alumni.

The following considerations apply to these responsibilities:

1. U.S. Embassy Liaison: Your organization must coordinate overall planning with U.S. Embassy Public Affairs Sections (PAS) in each country at the outset of activities. You are expected to ask PAS to indicate where it would like to have input or play a role in the program, particularly with regard to appropriate areas for recruitment. In countries where your organization does not have a physical presence to conduct program activities, you must coordinate with the Bureau's FLEX Program Office and with the relevant PAS wherever possible.
2. Host Country Communications: The ongoing communications with natural parents, follow-on activities with alumni, and relations with foreign government officials all require that your organization maintain a year-round presence in the countries of Eurasia (excluding Belarus and Uzbekistan). In situations where the political situation prevents your organization from conducting FLEX program activities within a particular country, you will need to make special provisions to conduct program functions. Your organization should seek to conduct all of these functions efficiently and cost-effectively. An American staff person must head each permanent office in Eurasia with FLEX program responsibilities.
3. Eurasia-based Operations: All on-the-ground operations in Eurasia of this administrative machinery must be staffed by non-U.S. Government personnel in such a way as to ensure that American Embassy personnel are not encumbered by the day-to-day functioning of the program. If the political situation in any country results in more responsibilities having to be assumed by the Embassy, your organization should provide assistance in whatever ways are possible. In all cases,

field staff in each country should encourage PAS staff to participate in program events where appropriate.

4. **Program Recruitment:** The recruitment process must be open, making it possible for any student who meets the eligibility criteria to apply. Finalists must reflect the cultural, gender, ethnic, national and geographic diversity of Eurasia. Recruitment and selection must be conducted on the basis of merit and be free of even the appearance or perception of political influence and corruption. To accomplish this, the process must be under the overall direct control of Americans at all times. It is not necessary or even possible, given budget constraints and areas of civil unrest, to conduct recruitment activities in all regions of each country. Your organization should focus recruitment on major population areas, while keeping the process open to applicants from all areas. Contingency plans should be devised for recruitment in countries where host governments may impede the standard process. Special pre-program English language enhancement activities may be provided to a small group of selected students to ensure that the weaker language qualifications of students with disabilities and students from more remote areas are not an excluding factor in their selection. You also are encouraged to re-test finalists with low SLEP or Pre-TOEFL scores as needed prior to their departure to the U.S. This additional language and cultural support enhances the student's ability to adjust to the U.S. host environment and assists in the school placement process.
5. **Confidentiality:** All FLEX application materials and accompanying documentation must be kept strictly confidential and may not be shared with organizations or groups involved with non-FLEX exchange programs.
6. **Participant Travel:** Travel should be arranged in the most efficient and cost-effective manner possible in accordance with the Fly America Act and all other USG travel regulations. Standard travel procedures should be developed – incorporating placement organizations' input – that spell out how group flights are scheduled, how individual students are assigned to a flight, how date-change requests from placement organizations should be made, and how and when itineraries will be provided to placement organizations. These procedures should also explain placement organization travel obligations, including the deadline by which arrival airport codes are due from the placement organizations. A detailed description of the support that will be provided to students while they are en-route to the United States should be presented, including airport staffing and emergency communication procedures. Flight escorts should be selected primarily on their ability to manage a group of teenage travelers. They should be adequately trained, so as to ensure their competence and independence while traveling.
7. **Participant Selection:** The last round of selection of finalists must be conducted in the United States. The aim of the program is to select students who have personal qualities, motivation, and the academic, language and social skills to be successful on the exchange. The effort to increase the number of qualified students with significant disabilities should be continued; however, this component of the program should focus on students whose disabilities are significant enough that they set these individuals apart from their non-disabled peers. This component of the program is for individuals who truly meet the disability criteria and is not to be used as a stepping stone by individuals whose conditions have not previously interfered with their lives. All students with disabilities should depart their home countries in time to attend the pre-program Preparatory Workshop conducted under a separate grant.
8. **Pre-Departure Orientation:** Uniform pre-departure orientation programming conducted regionally for all FLEX students is essential because it reinforces their identity as participants in a U.S. government scholarship program and enables the dissemination of information, policies and

procedures critical to the students' success. Students identified to participate in the Disability Preparatory Workshop must have their in-country orientation programming at a time that takes into account their earlier departure from Eurasia. Your organization's field staff should encourage the participation of U.S. Embassy personnel in pre-departure orientations whenever possible. In countries where your organization cannot conduct pre-departure orientation sessions, you should make provisions for these orientations to be conducted by U.S. Embassy staff, in a neighboring country, or in the United States immediately after the students arrive.

9. **Reporting:** You will be responsible for generating and providing reports requested by ECA in a timely fashion. These will include alphabetical lists of finalists and alternates by country of origin and by U.S. state, and a number of customized reports requested on a case-by-case basis during the year. Customized reports requested by ECA may require linking information from distinct parts of the database so as to satisfy a wide variety of information needs as quickly as possible. Information needed to generate these reports may include but is not limited to participant name; gender; natural parents' names; home address and telephone (where it exists); home school and address; host families' names, address and telephone; placement organization name and location; and host school name and address. The database should be regularly maintained and updated, in order that reports generated contain accurate information. A procedure should be in place to obtain timely updates from placement organizations when the host family, school, or airport information changes.
10. **Program Publications:** You will be responsible for developing, designing, amending, and/or arranging for the publication of new or current program materials. Relevant materials may include support for orientation programming and for the concerns of natural and host parents of program participants, placement organization local staff, and U.S. school administrators. ECA may request that new program materials be developed. In such situations, ECA's FLEX program office will usually produce the text, and will request that the grantee organization provide assistance with the layout and publication. Whenever possible, current materials should be amended to fit changing needs and circumstances, both in Eurasia and in the United States.
11. **Alumni Programming:** What happens to participants once they return home is critically important to ensuring the program's success in fulfilling its objectives and in reinforcing a transfer of the American experience to Eurasia. Your proposal must provide a clear, systematic plan for alumni tracking. Data must be maintained in a way that will enable the organization to provide information on participants, including their name, address, host school, and host family name and address, in a format compatible with ECA's database systems. ECA will expect reports on alumni to include dates of re-entry into Eurasia, current places of residence, and current educational/professional activities. There is an existing network of FLEX alumni associations throughout Eurasia, and regular reporting is required on activities of these alumni associations. In addition, you must provide a specific plan for using alumni in outreach efforts to rural areas.

Your organization will be required to conduct separate competitions for program alumni as an important way of keeping them involved in the program and their American experience. These activities should include an alumni grants competition in which alumni may submit proposals for group (NTE \$3,000) and individual (NTE \$300) grants. The total amount of money that can be awarded for the alumni grants competition should not exceed \$60,000. You should also conduct an alumni photo contest as a way of building a reserve of useful program-related photos. Alumni may submit photos they have taken of others involved in program-related alumni activities. Other suggestions for creative and cost-effective alumni competitions will be welcome. An effort must be made to publicize these competitions widely throughout

Eurasia so as to reach as many alumni as possible. Your organization should collaborate with U.S.-based organizations that conduct other FLEX program components, such as the Global Village for Future Leaders of Business and Industry, the Civic Education Workshop, and the Disabilities Components preparatory and re-entry workshops to ensure that required follow-up takes place among alumni who have participated in these special program components. The alumni network should be used to the greatest extent possible to ensure widespread publicity for activities such as the Global Village seminar (open to alumni applicants under a separate grant), the alumni grants competition, and the alumni photo contest.

### **Timetable**

The recruitment and selection process must be initiated by February 15, 2012 so that finalist applications can be disseminated to the organizations responsible for placing the students in host families and schools. Travel to the United States is expected to take place in July and August 2012. Return travel will occur in May and June 2013. All components should be planned in accordance with the dates and deadlines set by the needs of the program (*e.g.*, the date by which students need to apply for passports, the timing of arrival in the host families, the conclusion of the school year).

### **Recruitment Targets**

The recruitment targets for each Eurasian country are tentative and represent recruitment goals only. Recruitment targets are not to be confused with finalist allocations. Finalist allocations are ultimately dependent on the availability of funding, legislative mandate, policy considerations, and FLEX applicant pool. For planning purposes, the following country targets for FY-2011 (AY 2012-2013) should be used; these targets are based on 1,044 academic year participants and 90 short-term, summer participants from Belarus and Uzbekistan (45 each):

Armenia	40
Azerbaijan	44
Georgia	54
Kazakhstan	94
Kyrgyzstan	66
Moldova	44
Russia	319
Tajikistan	47
Turkmenistan	60
Ukraine	276
Subtotal	1,044
Belarus (summer)	45
Uzbekistan (summer)	45
Total	1,134

Note: The Office reserves the right to adjust countries and their numbers as circumstances require.

## **II. PROGRAM SPECIFIC GUIDELINES**

### **PROPOSAL CONTENTS**

Your proposal should be complete and thorough and describe the program in a convincing and comprehensive manner. The Narrative should contain enough information to enable reviewers to understand the scope of the program and to assure them that the proposal is responsive to the criteria set forth in the solicitation and to all other guidelines, keeping in mind that reviewers may not be familiar with the FLEX program or with your organization. You should address all elements in the solicitation clearly, concisely, accurately, and specifically. The proposal must follow all format requirements listed below.

#### ***TAB A - Application for Federal Assistance Cover Sheet (SF-424)***

#### ***TAB B - Executive Summary***

In one double-spaced page, provide the following information about the project:

1. Name of organization
2. Beginning and ending dates of the program and timing of major activities
3. Main locations of program offices in Eurasia
4. Number and description of participants
5. Geographic diversity of the program
6. Funding level requested from the Bureau

#### ***TAB C***

##### ***Calendar of activities/itinerary***

##### ***Narrative***

In no more than 20 double-spaced, single-sided pages, provide a succinct description of the project, as instructed in the letter of solicitation. You may use the headings and subheadings that correspond to the following outline in organizing the narrative, keeping in mind the review criteria listed in the letter of solicitation.

1. Goals – Briefly state the goals, objectives, and benefits of this program.
2. Recruitment Process – Briefly describe the recruitment process, including your plan for advertising the competition and for scheduling the various stages of application and their locations. Describe any particular strategies for addressing situations in Eurasia where there are challenging governments that may affect recruitment process. Explain any plans for the application materials to ensure selection of the most-qualified students and to ensure the integrity of the merit-based process. A copy of the participant application should be included as an attachment. Students from Russia, Ukraine, and Armenia must be aged 15 or 16 at the time of departure from their home countries. Students from Uzbekistan must have turned 16 before they depart for the United States. Students from the other eight countries must be 15, 16, or 17 at the time of departure from their home countries. Provide your work plan/timeframe for recruitment/selection activities.

3. Selection Process – Briefly describe the selection process, including your plan for recruitment and training of application evaluators. Explain how you will ensure that finalists represent a diverse cross-section of Eurasia with regard to country of origin, gender, age, etc. In your work plan, include your arrangement (timeframe and method) for distributing finalist documentation to the FLEX placement organizations.
4. Orientation – Describe your plan for participant orientations prior to their departure from Eurasia. Explain the format, materials and topics that will be covered. Specifically address how participants will be informed about sensitive issues involving their safety and well-being. Explain how you would amend pre-departure orientation programs if you are unable to carry out the activity in-country.
5. Recruitment of Students with Disabilities – Describe your plans for recruiting students with significant disabilities, including methods for increasing the applicant pool of qualified students with disabilities, efforts to include countries that have not had FLEX participants with disabilities before, and efforts to ensure that all students who participate in this component meet the general FLEX program requirements. Explain how you will amend recruitment materials to make them accessible to applicants with visual, auditory, or motor disabilities. Describe any plans to use alumni with disabilities in recruitment and orientation programming of future disabled and non-disabled participants. Explain how you will ensure that students with disabilities understand that participation in the 2012 Preparatory Workshop and the 2013 Spring Leadership Re-entry Workshop for Students with Disabilities is mandatory for all students in this category.
6. Infrastructure in Eurasia – Describe what your organization’s infrastructure in Eurasia will include for 2012-13. Be specific about number of offices, their location, and how they are/will be staffed and equipped, keeping in mind the requirement for American oversight of the whole recruitment/selection process. Include a description of your arrangements with local government authorities that will enable you to function and work with local educational institutions. Describe your alternative strategies for recruitment and staffing in areas or countries where challenges may impede standard recruitment procedures.
7. Documentation – Describe how you will ensure that participants have been cleared medically and have received the immunizations required by U.S. schools. Any significant changes in finalists’ health status up until the date of departure must be reported to ECA in a timely manner. Include mention of your plan to work with ECA on the preparation of DS-2019 forms and get them to the appropriate consulates. Comment on any other areas of concern and state how you will address these.
8. Travel – Describe how your organization will efficiently and effectively arrange round-trip domestic travel and ticketing of finalists from their home communities to the gateway cities in Eurasia where they will depart for the United States. Provide your plan for the participants’ international and U.S. domestic travel to their host communities and for their return. Describe situations where unusual travel plans must be put into

effect because of challenging political conditions. Explain how you will ensure thorough and appropriate communication with placement organizations regarding travel, and how you will incorporate their input into the procedures for travel.

9. Short-term Summer Programs – Describe how your organization will conduct the 4 to 6-week summer program for students in the United States. The program is intended primarily for students from Belarus and Uzbekistan, but may include students from other Eurasia countries, as determined by ECA in coordination with the grant recipient. The current political sensitivities in Belarus and Uzbekistan that have prohibited students in those countries from participating in the academic year FLEX program have made this short-term program a critical piece of the overall FLEX program. These short-term programs may be called Youth Cultural Opportunity (YCO).

The primary goal of these short-term programs is to promote mutual understanding among citizens of Eurasia, particularly Belarus and Uzbekistan, and the United States. Secondary goals are to foster leadership qualities, civic awareness, and civic responsibility in program participants. The programs you develop should offer an examination of the principles of democracy and civil society as practiced in the United States, and provide participants with opportunities that allow them to develop their leadership skills. Participants should be engaged in a variety of activities, such as workshops, community and/or school-based programs, seminars, and other activities that are designed to achieve the program's stated goals and objectives. Participants will live with American families for most of the exchange period. Multiple opportunities for participants to interact with American peers must be included. Participants should also be given the opportunity to experience community service at the local level. A draft schedule of proposed activities for the four- to six-week exchange should be included in your proposal.

The U.S. program activities should take place during the summer of 2012 after the academic year ends. Students will depart for the United States in late June on a date assigned by ECA's FLEX program office. In addition to the three- to five weeks of community programming, including homestays and planned activities that promote civic engagement, leadership development, and volunteerism, the students also will spend one week in Washington, D.C., participating in a Civic Education Workshop. The goal of the workshop is to broaden the participants' knowledge and understanding of the democratic concepts that are integral to a civil society and to provide them with tools they can take home to aid in the transformation of their countries. You should include a description of how you will organize this workshop, which should focus on helping students gain a better understanding of the democratic concepts and values that are such an integral part of American society and culture. Concepts such as citizen empowerment, volunteerism, community action, and debate should be included in program components. The workshop format should actively involve students and use age-appropriate materials and activities.

10. Communications and On-Program Support – Describe how your organization will maintain communication between and among the Public Affairs Section at the U.S.

Embassies, the natural families, placement organizations, ECA, and other organizations administering components of the FLEX program, including any special provisions you will make in countries where challenging situations present obstacles to normal procedures.

11. Information Management – Describe how you will maintain a database on applicants and their progression to either selection or rejection, participants on program, and alumni following their return home. Explain how you will update data on current participants in a timely fashion. Demonstrate that you have the ability to use the data to provide custom reports based on reporting requirements and ECA's needs. List the reports you will provide to ECA at the start of the academic year, based on the data collected. Ensure that you will be able to produce students' passport numbers and other key data quickly and accurately when needed by ECA.
12. Materials Development – Describe any materials that you propose either to develop or provide with regard to any program components and/or individuals involved with the program.
13. Alumni Programming – Describe how your organization will maintain alumni programming throughout Eurasia, including special provisions for countries where circumstances may prevent you from conducting regular alumni activities. Include details on any special alumni projects that are planned. Emphasize the plan for using alumni to do outreach to remote regions both for increasing alumni participation and for attracting potential FLEX applicants from those regions. Indicate how your organization plans to make use of alumni in the selection process, orientation, and other program components. Describe the plan for conducting the alumni grants competition, the alumni photo contest, and any other alumni competitions you anticipate conducting. Explain how your organization will assist alumni who participated in FLEX special program components in the United States to implement what they learned after they return home. Explain how you will use the alumni network to provide widespread publicity for various FLEX special alumni projects, such as the Global Village for Future Leaders of Business and Industry.
14. Evaluation – Describe the ways in which your organization will evaluate success in achieving its objectives and those of the program. Focus on methods that will be used to assess problem situations and develop plans to address these. Include specific materials that will be used for the purpose of assessment and evaluation.
15. Institutional Resources – Describe how your organization will staff the units that oversee the functions described above. List individuals by name and position, and provide a brief description of each person's responsibilities.
16. Diversity – Describe how you will proactively seek to maximize diversity, both in program participants and program content (*e.g.*, in orientation and alumni programming).

### ***TAB D - Budget Submission***

Follow the format outlined in the PSI for preparing the budget. In addition, you should provide easily identifiable sections on the following to assist ECA in the analysis of your proposal:

- 1.) Budget Information – Non-Construction Programs (SF-424A)
- 2.) Detailed Budget (list allowable costs and any other program specific budget issues.)

Also, provide a calculation of an average administrative unit cost - i.e., country or sub-region program hub - for the recruitment/selection and year-long functions described above, *e.g.*, Turkmenistan or the Russian Far East.

All international and domestic (Eurasian and U.S.) travel should be arranged in the most economic and efficient way possible.

In situations where visa fees are waived by the U.S. Consulates because students are traveling on a USG-sponsored exchange program, they do not have to be included in the program budget. Explain any situations where this is not the case.

An accident and sickness health benefit plan or insurance for participants is provided by the placement organizations under separate grants.

### ***TAB E***

#### ***Letters of endorsement***

**Resumes:** Resumes of all program staff should be included in the submission. No resume should exceed two pages.

### ***TAB F***

- 1.) SF-424B, "Assurances – Non-construction Programs."

2.) First time applicant organizations and organizations that have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to ask for additional documentation of those items included on this form.

3.) **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

Those who file Internal Revenue Service Form 990, "Return of Organization Exempt from Income Tax," must include a copy of relevant portions of this form.

Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

4.) Include other attachments, if applicable, i.e. the SF-LLL form, etc.

### **III. REVIEW PROCESS**

Your proposal will be subject to compliance with Federal and Bureau regulations and guidelines. Details on the review process and criteria are provided in the RFGP.

#### **APPLICATION SUBMISSION:**

The letter of solicitation provides detailed instructions regarding the shipment and deadline for submission of your proposal. For further information regarding this program, please contact Callie Ward at (202) 632-6431, Office of Citizen Exchanges, Youth Programs Division, Future Leaders Exchange (FLEX), e-mail: [wardca@state.gov](mailto:wardca@state.gov).